

A Retreat Meeting of the Durham County Board of Health, held

February 21, 2002, with the following members present:

William H. Burch, Chairman, William Small, Ellen Reckhow,

Ruth Smullin, Dr. Philip McHugh, Dr. William C. Brodley,

Dr. Michael Royster, Robin Blanton, Lorraine Salois-Deane, and

Dr. Ronald Spain.

Excused Absence: Sandra Peele

**CALLED TO ORDER.** Mr. Burch, Chairman, called the Retreat to order.

**INTRODUCTIONS.** The Chairman introduced Ronald D. Spain, D.D.S., as the newly appointed Board of Health member. Dr. Spain fills the licensed dentist position (G.S. 130A-35.) and has practiced dentistry for over twenty years.

The Board welcomed its newest member.

Mr. Letourneau introduced Mr. Thomas Gambill, Executive Director, Durham Health Partners, Inc., to the Board.

The Health Director said Mr. Gambill has years of experience in a variety of capacities associated with the planning and delivery of health services in Durham and the region. He has served as a facilitator for a variety of organizations and facilitated Duke University Health System's decision to form the System.

Mr. Letourneau said that Mr. Gambill is eminently qualified to serve in the role of facilitator for the Board of Health Retreat.

**OATHS OF BOARD MEMBER.** Janice R. Tice, Notary Public, administered both the Oath to support Constitutions (G.S. 11-7) and the General Oath (G.S. 11-11) to Dr. Spain.

**STAFF PRESENTATIONS.** The Leadership Team members presented a concise report of the issues facing their program areas within the next 18 months.

The Health Director and the Medical Director presented rates for Causes of Death, Diseases, and Birth Outcomes within Durham County as compared to North Carolina. A copy of this presentation was distributed to the Board.

Mr. Letourneau made introductory remarks about the purpose of the meeting.

**MISSION STATEMENT DISCUSSION.** Mr. Gambill, facilitator, said the Retreat would provide an opportunity for the Board to engage in team building and to reach a common understanding of what it deems is important from the policy level.

Mr. Gambill began by exploring the Durham County Health Department Mission Statement, what the Department is about and why it exists. The mission...is to preserve, protect and enhance the general health and environment of the community (Adopted by the Board of Health 11/12/92).

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Mr. Gambill encouraged interaction between the Board members, many of who are new to the Board, and the staff regarding how and why they became interested in service to public health.

- Occupation/Position
- Interest in Serving
- What do you bring to the Board?
- What do you want to get out of your service?

The Facilitator talked with the Board about its legal responsibilities and authority. Questions directed to the Board generated a discussion regarding how it assesses public health needs, develops policy, and assures that services are available to the community.

- Who are your constituents?
- What is your role as a group?
- What is your role as an individual?
- What do you expect of Health Department staff?

The Leadership Team discussed their expectations of the Board.

- What is expected of the Board as a group?
- What is expected of the Board as individuals?

The Board had a general discussion of policy development. How the Board's policies define its goals for the Department, not how the Department administers the policies to achieve those results.

There was interaction regarding responding as a "board member" when representing the Board's view of a public health issue. Individual members would represent views as personal views, not board views.

The group revisited the implications of what is important to the Board and to the staff for the Department to continue to move forward to affirm its mission and vision.

Board

- Board member orientation  
Job description/Do's and Don'ts
- Orientation to details of Department
- Continuing education
- Mentoring new members
- Visioning/planning
- Advance materials

Staff

- What is best format for delivery of materials?
- Will Board lobby at certain venues?

Mr. Gambill thanked the Board and the Leadership Team for participating in the Retreat and for their valuable input and commitment to public health.

The Retreat was adjourned.

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William H. Burch, R.Ph.  
Chairman

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Brian E. Letourneau, MSPH  
Health Director